

March 06, 2018

PIN 18-03-CCP

TO: ALL CHILD CARE PROVIDERS

FROM: *Original signed by Pamela Dickfoss*  
PAMELA DICKFOSS  
Deputy Director  
Community Care Licensing Division

SUBJECT: **ELECTRONIC RECORDKEEPING FOR CHILDREN'S AND  
PERSONNEL RECORDS**

**Provider Information Notice (PIN) Summary**

PIN 18-03-CCP inform Child Care Providers of the Child Care Licensing requirements for electronic recordkeeping of children's and personnel records.

In recent years, child care providers have sought program guidance as to whether they can migrate from maintaining hard copy records to maintain them electronically. Some requesters have expressed interest in a collaboration between child care providers, while other want to use a third party vendor to control, maintain and share data records for children, personnel and other administrative records pertaining to finances or budgets.

The Department acknowledges the motivation for child care providers to maintain records electronically. There are no statutory or regulatory prohibitions that prevent providers from doing so. Providers may therefore maintain records electronically for personnel and children, provided that such records are immediately printable upon requests for inspection and audit by program staff. Records must also be maintained in an electronic format, such as PDF, that ensures their reliability. Regardless of the manner in which providers maintain records, they must still comply with applicable Health and Safety Code and Title 22 requirements for the immediate production of records. For best practice purposes, facilities should have a plan in place on how the records would be backed up, and how they would be made available in the event of a power failure or disaster.

Should you have any questions pertaining to this policy, please contact your local regional office.